

Health Occupations Students of America
Utah State HOSA
487 West 300 South
Orem, Utah 84058
801-226-6158/801-400-5600 (home/cell)
801-224-4210 (fax)
denisea@provo.edu

Dear HOSA Advisors,

Greetings! We are looking forward to another successful year of HOSA. Our students performed extremely well at both state and national competitions. We would like to congratulate Landon Stoker from Northridge High School (now attending Utah State) for being elected as the Region I Vice President! We are so excited for the upcoming year and hope you will be pleased with the changes we have made (as per your evaluations) to improve the preparation of students and advisors.

The following documents are included:

1. Opening Letter and FLC Agenda
2. Fall Leadership Conference Registration (to be sent to Denise)
Deadline: September 15, 2006
3. Hotel Registration (to be sent directly to the hotel)
Deadline: September 15, 2006
4. Code of Conduct (Advisor should keep) (found on the web-site, separate button)
5. Medical Liability (Advisor should keep) (found on the web-site, separate button)
6. Yarrow Liability Form (attached to the hotel registration form)

I have attached the *tentative* agenda to this letter. We are excited about the offerings this year! We continue to get better each year! We are pleased to be able to help in the leadership, service, and competition preparation for our students.

Monday, October 2, 2006

11:45 am Check in and registration. We may not be able to get into the sleeping rooms at this time. Please make sure your students have their business attire accessible.

1:00 pm Opening Session in the Ballroom. Business attire. The keynote speaker is a nationally recognized student leadership trainer, Patty Hendrickson.

2:45 pm Establishing the HOSA Chapter. Ballroom. Business attire.

3:00 pm Advisor meeting in the Mountain View room with Patty Hendrickson.

4:00 - 6:15 pm Leadership Workshops. Business attire.

6:15 - 7:30 pm Dinner in the tent annex of the Yarrow. (Included in registration)

8:00 - 10:00 pm Competitive Events with Tara Pollard, Competitive Events Chair

10:15 - 11:15 Chapter Discussions

11:30 Curfew

Tuesday, October 3, 2006

6:30 - 7:45 am	Breakfast in the Tent Annex.
8:00 – 9:45am	ARUP Service Project and Competition Sponsorship. Student Presentations. (Ballroom in Business Attire)
10:00 – 11:50	Leadership Development with Patty Hendrickson in the Ballroom.
10:00 – 11:30	Advisor Meeting in the Mountain View Room
11:50 – 12:00	Closing Session – Ballroom
12:00 noon	Depart for home.

***The HOSA Advisory Board will also have a meeting on Tuesday morning.

***The UACTE Board will also have a meeting on Tuesday morning.

Wednesday, October 4, 2006

Chapter officer meeting and implementation of the new ideas learned at FLC.

Thank you once again for your support. We believe that HOSA is essential for students' growth and development both educationally and personally. We thank you for the countless hours you spend with students. We appreciate all you do – and no there is no Utah HOSA without you!

Sincerely,

Denise Abbott
Utah State HOSA Advisor

HEALTH OCCUPATIONS STUDENTS OF AMERICA

Chapter Safety Checklist

HOSA chapter advisors are asked to review conference safety standards with their students and registered guests as soon as possible after checking in for the HOSA Conference. Conference delegates should know what actions to take to avoid danger, or in the unlikely event a crisis occurs.

General Information

- For safety and liability reasons, all conference delegates must stay in an approved conference hotel.
- Chapter advisors should have a copy of the Medical Liability form for each person in their delegation. If you did not keep a copy, be sure to write down emergency contact information (parent) for each student. You should also have the name and home phone number of the school administrator to be notified in case of an emergency.
- Conference Program – review the conference program with your chapter members. Make sure they know where they should be at all times, and where you will be. Have them write it down in their program. If for any reason your students need you at any time of the day, they should know where to find you.
- Cell phones – Advisors should carry a list of their students' cell phone/pager numbers at all times.

Hotel

- Review the safety features in the room (sprinkler system, phone number for security, chain and door lock, etc). Make sure students know not to hang anything on the water sprinkler or throw things that may hit the water sprinkler. Use all auxiliary locking devices on doors and windows.
- Find the nearest emergency exit. Instruct students to use the stairs in the event of an emergency. Discuss the procedure to be used if a fire alarm is sounded.
- Select a place to meet with your students in the event there is an alert of any kind at any time of the day.
- Use the door viewer to identify anyone requesting entry. Open the door only if you are certain the person has a legitimate reason to enter your room. If in doubt, call the front desk.
- Report any lost or stolen items to your advisor, hotel management and police.
- Never leave money, checks, credit cards, jewelry and other valuables, extra room keys or car keys in the room. Take valuables with you or leave them in the hotel safety deposit box.
- Report to your advisor and hotel management any suspicious activities in the corridors or rooms. Remember – the only way to stop crime is to get involved in crime prevention.

Leisure Time

- Ask students NOT to wear their conference name badges when leaving the hotel/conference center area – and ALWAYS wear their name badges when participating in any HOSA function.
- Always travel in groups – preferably of three or more.
- Always notify the advisor of your whereabouts at all times. If you have a cell phone, make sure it is turned on during the day (except as prohibited during conference activities) and recharged at night.
- Carry only the cash you need in small denominations and never discuss your plans or the amount of money you are carrying.
- Carry your purse close to your body and your wallet in your front pocket.
- Ask for directions at the hotel desk to those attractions you want to visit. Looking lost may make you look like an easy target for crime. If you get lost, find an open business and ask for directions.
- Be wary of strangers who seem overly anxious to help you.
- Visitors are major targets for pickpockets in many cities throughout the world. Stay alert to what's going on around you.
- Walk “smart” when you leave the hotel area; know your destination and the best way to reach it. Travel along sidewalks, and NEVER walk alone.
- Establish a “buddy” system with another delegate from your chapter, share schedules and check up on each other periodically.
- Jackets with pockets provide a convenient alternative for females to reduce the chance for lost or stolen handbags.
- Laptop computers are attractive, easy targets for thieves. Be sure your laptop is in a secure place.
- Every major city in the world has a homeless population. This social problem is common to urban areas. Most homeless people are harmless; however, some transients are chronic law violators who often infringe upon the rights of others. We suggest using a combination of caution and respect around panhandlers and other strangers.
- Have a current bus schedule. This information can usually be obtained from the hotel concierge or front desk. Know when the last scheduled pick-up at major attractions will occur.
- Always make sure the taxi driver starts the meter; never pay more than the meter amount. Gratuities are acceptable.
- Have exact fare (cash) for public transportation.

Health Occupations Students of America
Utah State HOSA
487 West 300 South
Orem, Utah 84058
denisea@provo.edu

Fall Leadership Conference Registration
Deadline Postmark -- September 15, 2006
Email or mail to Denise Abbott

Name of Advisor(s) _____
Name of School: _____
School Mailing Address: _____

School Phone Number: _____
School Fax Number: _____
Advisor Email Address _____

Number of Persons Attending _____ X \$30.00 = _____

One advisor or chaperone may attend free per chapter. All other advisors and chaperones must pay the full registration fee. Please make additional copies for additional officers.

(Please make checks out to Utah State HOSA)

Please note: There will be an additional fee of \$50.00 for late registration and a \$100.00 additional registration fee for on-site registration. There will be no refunds given except for extenuating circumstances such as a funeral or hospitalization.

	Names of All Attendees Including Advisors	Chapter Office or Position
EX:	Denise Abbott	Advisor
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

